INDIANA HOUSING & COMMUNITY DEVELOPMENT AUTHORITY

To: All property owners and property managers participating in the Low Income
        Housing Tax Credit Program.

From: The Indiana Housing and Community Development Authority

RE: New Compliance Reporting website

Date: February 20, 2006

The Indiana Housing and Community Development Authority (IHCDA) is pleased to announce that starting in 2006 the current web reporting system, Access Indiana, is being replaced by a new reporting system call Web Compliance Management System (WCMS).

WCMS will be linked directly to our database, Housing Development Software (HDS), this feature will enable us to have on-site control over necessary changes and/or typos that do occur. Unlike the Access Indiana system, our staff will be able to make necessary changes, or enable you to make changes that could not be completed in the past.

WCMS is a completely user-friendly system that also has additional "perks" that Access Indiana was unable to offer. Some of the additional perks are tenant reports, tenant income certifications (TIC), the ability to upload directly onto the site with either a pre-approved excel spreadsheet (form will be provided on our website when completed) or Yardi, along with other tools for your benefit.

Unfortunately through several failed attempts, HDS was unable to transfer past entered data from Access Indiana into WCMS. However, IHCDA will not require you to complete any data prior to 2006. Like Access Indiana, WCMS does require you to move a tenant into a unit prior to a re-certification or move-out. For example; if a tenant moves in 2/5/99, you will need to enter their initial move-in date, you will then need to move forward to 2006 and enter their "2/5/06" re-certification information only. You will not be required to complete the information for those in-between years.

Please complete the registration process on the WCMS website to access your properties. The WCMS website can be accessed at www.housingcompliance.in.gov or from the IHDCA website at www.indianahousing.org. **Please complete all <u>required</u> boxes on the registration form. At the bottom it will ask for "Projects/Project Numbers" please leave this area blank.** After you have completed the registration, you will need to contact Lynn Morrow by e-mail at lymorrow@ihcda.IN.gov. Please email Lynn your

name, organization name, username and password (that you have selected – we will keep on file for your convenience), and a list of all properties you need access to. Please be sure you include the **development name** and **BIN#** for all properties so Lynn is able to accurately associate access. Once it is determined you are associated with the requested properties your access will be approved and you can start setting up your developments. If at any time you receive a new property, please contact Lynn with the property information and she will be able to approve access for that property as well.

IHCDA has posted a User's Guide and a link to the WCMS website in the "Online Reporting" section of our website. The User's Guide explains in detail how to set up each unit and complete the tenant data. Please keep in mind, IHCDA will not require that the TIC that can be generated through this system be used in all tenant files, it is only there as a helpful tool for you.

If you have any problems or questions regarding the set up or general functions of this new website you may contact Lynn Morrow or myself at (317) 232-7777 or via e-mail at lymorrow@ihcda.in.gov or kburck@ihcda.in.gov.

IHCDA wishes to thank you for your time and cooperation in this transition process.

Sincerely,

Karla Burck
Tax Credit Allocation Supervisor

Cc: Jenice Myers, Multifamily Housing Supervisor